



The Commonwealth of Massachusetts
Motor Vehicle Insurance - Merit Rating Board
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MARY ANN MULHALL
DIRECTOR

TO: Massachusetts Merit Rating Liaisons

FROM: Mary Ann Mulhall, Director

DATE: February 7, 2006

RE: Revised document: *Administrative Procedures for Safe Driver Insurance Plan*

NOTICE NO: 0024

I am enclosing the revised document, *Administrative Procedures for Safe Driver Insurance Plan*, which includes changes for the 2006 Safe Driver Insurance Plan (SDIP). The changes for the 2006 SDIP were published previously in notices 0018, 0021, 0022 and 0023.

This revised document which replaces the four (4) separate administrative procedure manuals of the Merit Rating Board (MRB) contains an introduction followed by a separate chapter for each of the four (4) administrative procedures manuals as follows:

“Chapter 1 INTRODUCTION” contains an introduction to the MRB.

“Chapter 2 POLICY INQUIRIES” contains procedures for submitting policy inquiries to the MRB to acquire SDIP information and for reporting this SDIP information to the policyholder on the Safe Driver Insurance Plan Statement and on the Coverage Selections Page. This chapter with its appendices replaces existing administrative procedures for policy inquiries.

“Chapter 3 SDIP CLAIMS” contains procedures for submitting at-fault accident claims to the MRB and for notifying the policyholder and involved operator of the at-fault accident surcharge. This chapter also contains procedures for submitting comprehensive claims to the MRB. This chapter with its appendices replaces existing administrative procedures for SDIP claims.

“Chapter 4 OUT-OF-STATE DRIVING RECORDS” contains procedures for submitting out-of-state driving records to the MRB. This chapter with its appendices replaces existing administrative procedures for out-of-state driving records.

“Chapter 5 DATA TRANSFER WITH THE MRB” contains procedures for file transfer between the MRB and insurers. This chapter with its appendices replaces existing procedures for data transfer with the MRB.

Massachusetts Merit Rating Liaisons

Revised document: *Administrative Procedures for Safe Driver Insurance Plan*

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This document may be downloaded from the MRB website, www.state.ma.us/mrb.

Enclosure

Administrative Procedures for Safe Driver Insurance Plan